

# Regular Meeting

<b>Agenda Item #</b>	
<b>Meeting Date</b>	November 22, 2004
<b>Prepared By</b>	Wayne Hobbs
<b>Approved By</b>	Barbara B. Matthews City Manager

<b>Discussion Item</b>	Contract for Photocopiers (Request for Council to approve a single reading ordinance awarding a five year lease contract to UBS for photocopying machines for the City).
<b>Background</b>	<p>The current five year lease contract with Xerox expires this month, November, 2004. The current lease and proposed lease is for 6 copiers (1 in Administration; 1 in Public Works; 1 in Housing; 1 in the Library; and 2 in the Police Department).</p> <p>Cooperative purchasing proposals were solicited from Xerox and Canon ( United Business Machines [UBS]). Xerox would allow us to piggy back on a Baltimore City Contract and UBS provided a proposal piggy backing on a GSA Contract.</p> <p>Both proposals are comparable and include upgraded capabilities to include color on one of the machines; copying capability and network printing (sending documents from our computers to the copier for printing), on all of the machines.</p> <p>Administrative staff favors the Canon copiers, which meet and exceed the proposal submitted by Xerox.</p>
<b>Policy</b>	<p>1) Chapter 9A of the City Code Section 9A-13 (e) <u>Procurement exempt from competitive bidding</u> authorizes the City to piggy back on an existing contract conducted by or on behalf of more than one governmental unit.</p> <p>2) Sec. 9A-6 of the City Code requires allows a single reading ordinance when the amount of the contract is in excess of \$10,000 and the funds for this item are authorized in the current Budget.</p>
<b>Fiscal Impact</b>	Cost of the proposed contract is approximately \$28,462 per year. The current contract is for \$36,271 per year. Funds for copiers are included in the approved FY 05 Budget.
<b>Attachments</b>	Proposed Single Reading Ordinance awarding a five year lease for Canon copiers to UBS.
<b>Recommendation</b>	Council approve the attached Single Reading Ordinance awarding a five year lease for photocopiers to UBS.
<b>Special Consideration</b>	

**Introduced by:** Councilmember

Single Reading:

**ORDINANCE # 2004-**

**Authorization to Lease Photocopiers**

**WHEREAS,** the City of Takoma Park is desirous of entering into a lease contract for photocopiers since the current contract with Xerox expires in November; **AND**

**WHEREAS,** proposals were received from Xerox for Xerox copiers and from United Business Machines(UBM) for Canon copiers ; **AND**

**WHEREAS,** both proposals are comparable in the type of copiers and their features; **AND**

**WHEREAS,** the proposal from Xerox is for \$2,369.67 per month and the UBM proposal is for \$2,372.00 per month; **AND**

**WHEREAS,** since this is a Cooperative Purchase, competitive bidding is not required; **AND**

**WHEREAS,** sufficient funds are available in the approved FY 05 Operating Budget; **AND**

**WHEREAS,** the UBM proposal is the most desirable, and best meets staff needs

**NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND**

**THAT** the City Manager or designee is authorized on behalf of the City to enter into a five year lease for Canon Copiers with United Business Machines in the amount of \$2,372.00 per month.

**THAT** this Ordinance shall be effective immediately.

**ADOPTED** this day of November, 2004 by roll call vote as follows:

**AYE:**

**NAY:**

**ABSTAIN:**

**ABSENT:**